

---

---

Michigan Department of State - Terri Lynn Land, Secretary of State

Special Edition 9

July 21, 2004

*Diebold Election Systems: Ballot Box Testing*

As a follow up to our communication of July 19<sup>th</sup> regarding the delivery of ballot boxes for your AV counting board from Diebold Election Systems Inc, please use the procedure outlined below to test the ballot box when it arrives. The ballot box does have a mechanical component that should be tested when you take delivery.

When you are satisfied that the ballot box is whole and works as it should please confirm your receipt to the Bureau of Elections. If you have already returned your Receipt/Acceptance form, e-mail Cindy Sheltrown at [SheltrownL@Michigan.gov](mailto:SheltrownL@Michigan.gov) acknowledging your receipt of the required number of ballot boxes. If you have not returned your Receipt/Acceptance form, simply send that form in; that is your certification that all components of your order were received and tested.

Your prompt attention to this matter is required because we are holding payment till we receive confirmation of delivery.

## Ballot Box Test Procedures

**Visually inspect the ballot box to ensure it has not been damaged in shipment.**

**Install tabulator on ballot box.** (Installation of the memory card is not necessary.)

- Open the retaining door.
- Place tabulator in the well of the ballot box. (Do not push tabulator against the back wall of the ballot box well.)
- Ensure tabulator power switch (on back of tabulator) is in "off" position. (o toggle position)
- Attach power cord to tabulator
- Attach power cord to electrical outlet

**Run diverter diagnostic.**

- While pressing and holding both the "Yes" and "No" buttons, turn the tabulator on. (l toggle position)
- Diagnostics Test Mode will appear on the LCD screen, followed by "Set System Clock."
- Release the "Yes" and "No" buttons and slide the tabulator against the back of the ballot box well.

**Run diverter diagnostic. (cont.)**

- Press the “No” button to cycle through the various tests till you come to “Test Ballot Deflector.” (This should require 7 “No” button pushes.)
- Press the “Yes” button. LCD will display “Opening Right Bin” and then “Opening Left Bin” in succession. You will hear the diverting shifting positions.
- Close and lock the retaining door.
- Open the ballot box lid and support it in the up position to observe the operation of the diverter.

**If the diverter is operating properly:**

- Close the ballot box lid.
- Open the retaining door.
- Hold the “No” button for a moment to exist the diverter test mode.
- Slide the tabulator forward and turn off the power switch.